

# HOW TO WRITE A REPORT

## STRUCTURE OF A REPORT

- INTRODUCTION: purpose and general content of the report  
The aim of this report is ....
  - o Useful language:
    - *The aim / purpose / intention of this report is to...*
    - *This report is based on...*
    - *In this report I will look at...*
    - *This report is intended to...*
  
- BODY (paragraphs 2,3, etc)  
Different aspects presented in different subheadings.
  - o Useful language to connect ideas:
    - *Currently...*
    - *To begin with...*
    - *Firstly, Secondly, Thirdly...*
    - *It appears that...*
    - *According to...*
    - *One way...*
    - *Another way...*
    - *Furthermore / In addition...*
  
- CONCLUSION  
Conclusion based on the main ideas of the different paragraphs in the main body.  
General assessment, opinion, suggestion, recommendations.
  - o Useful language:
    - *Based on all the findings...*
    - *All things considered...*
    - *It would seem that.....*

### Tips:

- Use a formal tone (no contractions, no colloquial language)
- Brainstorm for the ideas/topics to be used in the different paragraphs
- Be objective and clear.

### Sample Report:

<https://learnenglishteens.britishcouncil.org/skills/writing/b2-writing/report>